

Mobile App for Caregivers and Girl Scouts

Girl Scouts can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site.

Step 1: Download the app

Users will start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app." Users should download a new version or update their app every year.

Step 2: Logging in to the App

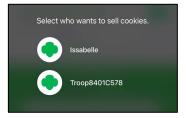
The email and password used to access Digital Cookie is the same to log in to the mobile app.



Step 3: Selecting the Girl Scout Role

Once a user is logged into the app they may see different accounts available for theirGirl Scout(s) and troop account(s). This tip sheet will cover the Girl Scout role. To view steps on the Troop role, which will be used at cookie booths, please see the <u>Mobile App Booths tip sheet</u>.

Select the Girl Scout name to get started.



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- New Cookie Order
- Visit My Site
- Email My Site
- All Orders

Visit My Site shows the Girl Scout's cookie site QR code. The Girl Scout can show a customer the phone to scan which will take them directly to the Girl Scout's site purchase cookies.



Email My Site is used to send the cookie link to a potential customer who doesn't want to continue the transaction at the immediate time. The Girl Scout will ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

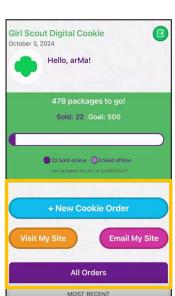
Your Digital Cookie site has been ser successfully to:
mguevara@girlscouts.org

The customer's information will populate into the Girl Scout's Customer tab in Digital Cookie under the Mobile App section. The Girl Scout will need to add the customer to their list prior to sending additional emails or to keep the customer for future seasons.

Select All Add	to Customer List Delete Name		Show 5 Items
Name	Email Address	Last Emailed	
Jillian loowhit	dctest512-4@girlscouts.org	10/10/2023	

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2 Total >

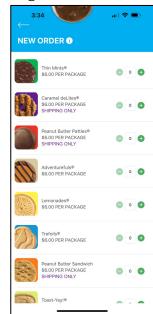
Cookies In Hand



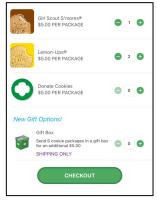
New Cookie Order is used to take cookie orders directly through the app.

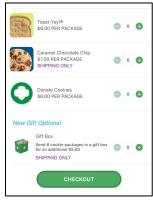
Step 1: Click the New Cookie Order button to be taken to the order screen to enter which cookies the customer wants to order by using the "+" and " – " buttons.

\leftarrow	54 ORDER († E)
5	Thin Mints® \$5.00 PER PACKAGE	•••
	Adventurefuls™ \$5.00 PER PACKAGE	•••
	Samoas® \$5.00 PER PACKAGE	•••
	Tagalongs® \$5.00 PER PACKAGE	••
	Do-si-dos® \$5.00 PER PACKAGE	•••
2	Trefoils® \$5.00 PER PACKAGE	• •
	Toffee-tastic® \$5.00 PER PACKAGE GLUTEN-FREE	• • •
	Girl Scout S'mores®	



Once the correct number of cookies have been selected the Girl Scout will click the "CHECKOUT" button.







Step 2: Select how the customer would like to receive their cookies. Options may vary based on what your council has available. After marking the selection, click continue.

	YOUR CUSTOMER:	es?
	cookies to customer now 🕕	FREE
Deliv	ver in person later 🅕	FREE
*	Subject to parent / guardian approval.	
*	Delivery will occur within a few weeks.	
Ship	cookies to customer 🌗	\$12.99
*	Minimum order is 4 packages.	
*	Estimated arrival is 2-15 business days	
	CONTINUE	

If "Deliver in person later" is selected, the Girl Scout will need to ask the customer what they would like to do if their order can't be approved by the parent within five days. Once the selection is made, continue with the checkout process.

CHECKOUT	\$20.00	
ASK YOUR CUSTOMER:		
How would you like to get your cookies?		Orders pl
Give cookies to customer now 🕕	FREE	Orders placed for in person delivery through the app still need to b
Deliver in person later 🕕		Still abn
What would your customer like to do if their order is not approved within 5 days?		approved by the caregiver.
O Donate their cookies		cal egiver.
Cancel their order		
Subject to parent / guardian approval.		
Delivery will occur within a few weeks.		
Ship cookies to customer 🌗	\$12.99	
券 Minimum order is 4 packages.		
Estimated arrival is 2-15 business days		
CONTINUE		



Step 3: Review order and enter customer and payment details. Girl Scout's can review the order with the customer and gather the customer's information including payment details.

If the order is shipped or delivery, the Girl Scout will then complete the customer information for where the cookies will be shipped/delivered to. For in hand orders (give cookies to customer now), customer information is optional.

СНЕСКОИТ 🕕	a)	\$20.00
Ship cookies to custome	r	Edit
Ship to 🕕		
First Name		
Last Name		
Phone		
Are you sending the Cooki another person or to a cor		
Address 1		
Address 2 (Optional)		
City		
State	ZIP	

СНЕСКОИТ 🛛 🛛 🕒	\$20.00
Deliver in person later	Edit
Delivery to 🌒	
First Name	
Last Name	
Phone	
	0
Are you sending the Cookies in "care of" another person or to a company? Address 1 Address 2 (Optional)	
another person or to a company? Address 1	

After completing the required info, click review or place order depending on the order type to select the payment type. The mobile app has three different payment types. **Please Note: PayPal/Venmo is <u>only available</u> when "Give cookies to customer now" has been selected.**

REVIEW ORDER ①	\$5.00 \$10.00	Credit Card	Card feat instead typing all details
1 Toffee-tastic® SUBTOTAL Give cookies to customer now Not sold at a booth	\$5.00 \$20.00 FREE	Card Number	Scan Card Jighting and double che the number before place
TOTAL Do not use public wi-fi to seno Do not hand your mobile device to		Expiration Date Month Year Name on credit card and contact details: First Name (optional)	Mindy Guevara the order Manager, Digital Cookie Production Support
CHOOSE A WAY TO PAY: CHOOSE A Credit Card PayPal Venmo		Last Name (optional) Billing Email (optional) ZIP (optional)	Position your card in the frame so the card number is visible
All sales are final. PLACE ORDER		All sales are final. PLACE ORDER	

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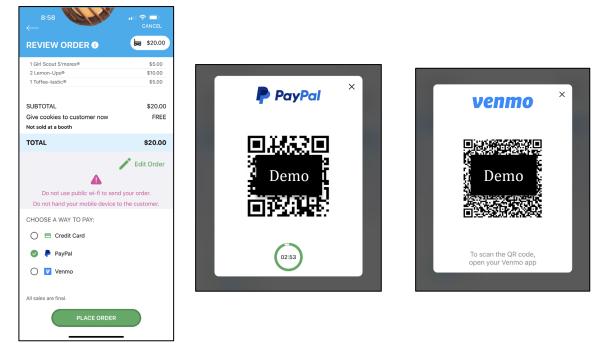
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PayPal and Venmo

When the PayPal or Venmo option is selected and after clicking the Place Order button, a QR code will pop up on the screen. The Girl Scout/Caregiver can turn the phone around for the customer to scan the QR code and continue the payment process on their end.



Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!



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All Orders is used to view all of the orders visible by delivery method.

Step 1: Click the green arrow to view all orders under that specific delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.

All Orders		ORDER DETAILS	ORDER DETAILS
MOST RECENT	0	Approve For Delivery	Orders to Deliver
Cookies In Hand	0 Total	ORDER DATE 10/8/2024 08:04 PM CST #05759757	ORDER DATE 10/8/2024 08:04 PM CST #05759757
Approve For Delivery	2 Total	DELIVER TO: Jenny Tone	DELIVER TO: Jenny Tone
10/08/24 Packages: 8 [wes] Deliver to: Lars Black 1231 Upas St		1231 Upas St San Diego, CA 92103-5127 619-867-5309	1231 Upas St San Diego, CA 92103-5127 519-867-5309 ORDER STATUS Approved for Delivery, 10(9/2024
San Diego, CA 92103-5127 10/08/24 Packages: 13 MMB		ORDER STATUS Needs Approval DAYS LEFT TO APPROVE: 4 IF NOT APPROVED: Cancel Order	It's important to mark when the cookies are delivered so your records stay accurate.
Orders to Deliver 09/26/24 Packages: 6 wee	3 Total 📏	Before approving the order, check: • The delivery address. • Your cookie inventory	Cookies Selected Thin Mints®, 4 packages Peanut Butter Patite®, 3 packages
Deliver to: Zoe test 3439 NE Sandy Blvd Portland, OR 97232-1959		When you approve the order for delivery, the customer's credit card will be charged.	Peanut Butter Sandwich, 6 packages
09/26/24 Packages: 1 wes		Approve Order	ORDER SUMMARY Cookle Packages: 13 Delivery Order Total Added to sales goal Delivery Doter Total Delivery Doter Total Delivery Doter Total
Orders Delivered	0 Total	Decline Order	Added to sales goal
	Sent the	Cookies Selected Thin Mints®, 4 packages	PAID BY
Shipped	2 Total >	Peanut Butter Patties®, 3 packages Peanut Butter Sandwich, 6 packages	Jenny Tone mgtags22@gmail.com
10/09/24 Packages: 106 wtB	100	ORDER SUMMARY	619-867-5309

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